

Have a really cool Birthday Party at Museum of Wellington!

Suitable for ages 4 and up. Choose one of three themes available:



Taniwha Tales

Do you know the wonderful Taniwha who created Wellington Harbour: Te Whanganui a Tara?

Our Taniwha cloak carries mystery in its folds! Your museum host with the Taniwha cloak will take you on a journey through the Museum and back through time to hear fabulous stories of the magical creatures that may once have inhabited our water ways. Creative fun with Maori weaving, crafts and games.

Positive Pirates

Protecting the treasures of Wellington's Museum!

Everyone knows that Pirates are obsessed with Treasure. Here at the Museum of Wellington, our Pirates help to protect and preserve the treasures of Wellington's history!

Your very own Pirate will take you on a tour of the Museum, explore our Maritime level and learn to tie secret knots... hear stories of adventure on the high seas!



Paddy the Wanderer

Re-live the adventures of the famous stray dog that was handed the keys to the city!

Your very own fabulous Host will take you on a special tour of the Museum, find out about Paddy the Wanderer, hear stories of his journeys around Wellington and even overseas. At the end of the tour, you will get to meet our very own larger than life Paddy for cuddles and photo opportunities!

After your tour, the Birthday Party gathers in the Todd Foundation room (with tables and chairs) for a packed lunch from Wholly Bagels. Each child will receive a filled mini bagel, a kid's juice, fruit and a muesli bar.

- Extras-**
- You can bring your own CAKE, or we can supply a delicious chocolate cake for you.
 - We include a fun party game & prize: Pass the Paddy Parcel or a Pirate Treasure Hunt
 - Easy Pram parking and a change table available
 - Trained First Aid staff on site
 - \$3 weekend parking under Frank Kitts Park
 - Complimentary organic fair trade coffee and a range of teas available for the parents.



Helpful information for your Birthday Party!

\$300 base cost covers:

15 children (including birthday child)

2 hour party time

Face painting

Basic party games

1x game prize per child

1x wholly bagel lunch pack per child

1x museum balloon per child

If you have any questions or changes to your numbers, please let the Museum staff know as soon as possible – ph (04) 472 8904.

- Changes to your catering order can be made (but preferably not at the last minute) a day before is fine!
- Last minute Cake orders must be a minimum of three days before your party
- A minimum of two adults must accompany the birthday group at all times – the present adults are responsible for the children’s behavior in the museum. Birthday party hosts are present to lead the party and will take all reasonable measures to ensure the children’s enjoyment and safety. We recommend that the accompanying adults partake in activities to help make the party more enjoyable for all involved.
- Please do not expect to arrive more than 15 minutes before your party starts, as Hosts will still be setting up the room.
- Guests should be encouraged to arrive around 5 minutes early, there is a visitors waiting area if they need to be here before that.
- The party must take place within your allocated time, if guests arrive late this will cut into your 2 hours, please keep this in mind.
- You may bring extra food, you must let us know if you are planning to do this.
- Hosts will take the children through the Museum according to the general plan of the party, however they will be flexible according to the children they are working with, their needs and the attention span of the general group.
- Please remember to pay the remainder of your party costs on the day, and remember that extra children over the 15 will be an extra amount of \$30 each.

HAVE FUN!!!

We look forward to seeing you on the day!



Birthday Party Booking Form

Choose your party theme:

- Taniwha Tales Positive Pirates Paddy the Wanderer

When would you like your party?

Date of party	Day (circle one)	Time (circle one)	Name and contact number of Parent/Caregiver
<i>Please call us to confirm this before sending out your invitations.</i>	Saturday	10.30 - 12.30	Name:
	Sunday	1.30 - 3.30	Phone:
			Address:

Name & age of birthday child	Number of children (including birthday child)	Number of adults (minimum 2 accompanying adults)

Pricing your party

Base cost : up to 15 children Includes Museum tour, food and room hire	Extra Children max 5	Chocolate Birthday Cake (optional) with Child's name	Total Cost
\$300.00	\$30.00 each	\$50.00	

Complimentary organic Fair Trade coffee and a range of teas are provided for the grown ups!

Payment options

(Deposit min \$100.00) Amount paid \$

Cheque enclosed Credit card details
..... Exp .../.../...

Experience team reference only:

Hire agreement signed Deposit paid Remainder of payment received Catering ordered

CANCELLATION WITHIN 7 WORKING DAYS OF YOUR PARTY WILL RESULT IN LOSS OF YOUR DEPOSIT



Birthday Party Catering Form

Name:	Party date / time:
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Catering for the Kids!

All party lunches come individually packed and fresh from Wholly Bagels. They contain a plain mini bagel with a range of delicious fillings, a kid’s juice pack, a fresh apple and a muesli bar.

Choose your filling	How many of each?
Bacon, lettuce & tomato with cheese	
Ham & cheese	
Vegetarian with hummus	

Optional Extra!

Chocolate Birthday Cake
\$50.00

* Please tell us if you have any special dietary requirements: we are able to cater to a range of needs.

Notes:



MUSEUM OF WELLINGTON CITY & SEA

HIRE AGREEMENT

TERMS AND CONDITIONS

1. This document outlines the terms and conditions for the hire of the function facilities of the Museum of Wellington City & Sea, hereinafter referred to as the 'Museum' and the hire party..... hereinafter referred to as the 'Hirer' for the period

2. The Museum/venue usage charge for this period is:

See Booking Form

The Museum agrees to provide the following additional equipment or services (as specified, with costs where applicable).

See Booking Form

3. Payment of any owed hire charges shall be made to the Museum upon invoice by the 20th of the following month.

4. In the event of any damage or theft from the Museum of any of its contents caused by negligence or wilful default of the Hirer, or for any breach or non-observance of this agreement, the Museum will charge the Hirer for any such damages.

Any expenses, costs or disbursements incurred by the Museum in recovering any outstanding monies, including debt collection agency fees or solicitors' costs shall be paid by the Hirer.

5. It is the Hirer's responsibility to relay to all equipment hire and catering services that equipment is to be removed by 10 am on the following day and to ensure, where possible, this takes place.

6. The Hirer must leave the function facilities clean and tidy. A rubbish bin is provided in the Todd Foundation Room for Hirer's use. Any rubbish in excess of this must be removed by the Hirer or catering company.

7. No car parks are attached to this hire, all vehicle owners are responsible for payment of standard casual parking fees and must not park in restricted areas adjacent to the Museum.

8. The Hirer shall comply with all statutory and regulatory requirements of national, regional or local authority origin in relation to the use of the Museum and shall secure and pay for all permits, licences and other requirements herein.

9. The signing of this agreement by the Hirer indemnifies the Museum in respect of any breach of or failure to observe any requirements as referred to in Clause 8 and also indemnifies the Museum against all actions, suits, claims, damages, costs or expenses relation to any accident or injury to property or persons which may be brought or awarded against the Museum as a consequence of the Hirer's wilful default or negligence during the occupation of the Museum by the Hirer. In no circumstances is the Museum liable for indirect or consequential loss.

10. The Hirer shall ensure that the requirements of the Health & Safety in Employment Act (1992) are adhered to. This obliges the Hirer to take all practicable steps to identify, reduce or eliminate the risk of harm to employees, contractors or members of the public at the Museum.

11. The Museum carries an Historic Places Trust Category 1 Classification. The Hirer shall not alter any part of the building or fix any item to any part of the building's interior or exterior, without authority from the Museum. This includes not attaching items, fittings or decorations to the interior walls.

12. The Hirer shall be responsible for any damage to the Museum or fittings resulting from the negligence or wilful default by the Hirer, other than indirect or consequential loss. The Hirer shall also be responsible for the security of any exhibits or like items brought into the Museum and any required insurance cover. Use of the Museum shall be totally at the risk of the Hirer.

I confirm that I understand and agree to the above Terms and Conditions of Hire

Signed: **Date:**

For: